

Approved NASA Schedule August 2, 2005

Item	If the records pertain to	and consist of	which are	then the records are
103		records not required for documenting the history of the program/project as described in item 1, but which have operational value to the Agency throughout the life of the program/project. Note 2 contains examples that might be created in each program/project stage.	held at office of record	<b>temporary.</b> Destroy/delete between 5 and 30 years after program/project termination. See Note 4.
104			all other copies	<b>temporary.</b> Destroy/delete when no longer needed.
105		all other routine records that are not considered to be essential for on-going operations of the program/project. Note 3 contains a list of records that may be included.	held at office of record	<b>temporary.</b> Destroy/delete when between 2 and 15 years old. Do not retain longer than life of program/project plus 5 years. See Note 4.
106			all other copies	<b>temporary.</b> Destroy/delete when no longer needed.
107	programs/projects that do not meet the criteria stated in Item 1.	records of programs/projects that have operational value to the Agency throughout the life of the program/project. Notes 1 and 2 contain listings of records that may be included.	held at office of record	<b>temporary.</b> Destroy/delete between 5 and 30 years after program/project termination. See Note 4.
108			all other copies	<b>temporary.</b> Destroy/delete when no longer needed.
109		all other routine records that are not considered to be essential for on-going operations of the program/project. Note 3 contains a list of records that may be included.	held at office of record	<b>temporary.</b> Destroy/delete when between 2 and 15 years old. Do not retain longer than life of program/project plus 5 years. See Note 4.
110			all other copies	<b>temporary.</b> Destroy/delete when no longer needed.
111	hard copy originals used to create imaged record copy on microfilm or electronic media	by definition duplicate materials because record copy is retained in another medium	held anywhere	<b>temporary.</b> Destroy/delete after (1) verification of microfilm or electronic record copy and (2) if record copy is electronic, verification that plans and procedures are in place to migrate records to accessible hardware and software as necessary throughout their retention period.